

# MISSISSIPPI COLLEGE

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*A Christian University*

## Office of the Registrar *Processing and CRM Operations*

**Title:** Admissions Processor

**Department:** Office of the Registrar

**Division:** Processing and CRM operations

**Reports to:** Registrar

### **Position Summary**

The Processor within the Office of the Registrar provides lead support in application processing for Undergraduate Admissions with the Customer Relationship Management System (CRM). Responsibilities include the daily processing of prospective student applications into the University's CRM and applying admission criteria in determining an admission decision for the applicant. The Processor also creates, maintains, and organizes student records using an imaging system and University student system software. Under the direction of the Registrar, the Processor assists in developing office processes and procedures to ensure work is effectively and accurately completed. A Processor will be expected to work alongside and coordinate with the Transfer Evaluation Team. The Processor is a vital part of the work conducted within the Office of the Registrar and Office of Undergraduate Admission ensuring the University's attainment of new student enrollment goals.

### **Essential Functions**

- Responsible for the entry of data and the processing of materials and documentation. He/she will ensure that data is clean, accurate, and moves files through the reader process. This may include downloading and applying test scores and transcripts with the CRM.
- Determines and administers admissions decisions based on University criteria and policy.
- Responsible for overseeing the imaging of physical documentation.
- Responsible for maintaining and updating the operational procedures and guides.
- Responsible for building counselor/processor relationships to expedite admissions processes which includes providing direct support to the functional users of the institutional CRM.
- Calculates High School GPAs for incoming freshmen students.

### **Education, Skills, and Experience Required**

- A High School Diploma is required, a Bachelor's Degree is preferred.
- Detail Oriented and organized.
- Ability to analyze problems and determine appropriate solutions within a framework of general policies and procedures.
- Excellent computer skills with competency in Microsoft Office including Word and Excel, and the Google Suite; preferred experience with Banner or similar Student Information System; preferred experience with Slate or similar CRM.
- Ability to communicate effectively with diverse populations verbally and in writing.
- Ability to develop and maintain effective working relationships.
- Ability to work independently.
- Ability to work in a fast-paced and high-volume department